



Home Improvement System Guide

April 22, 2019

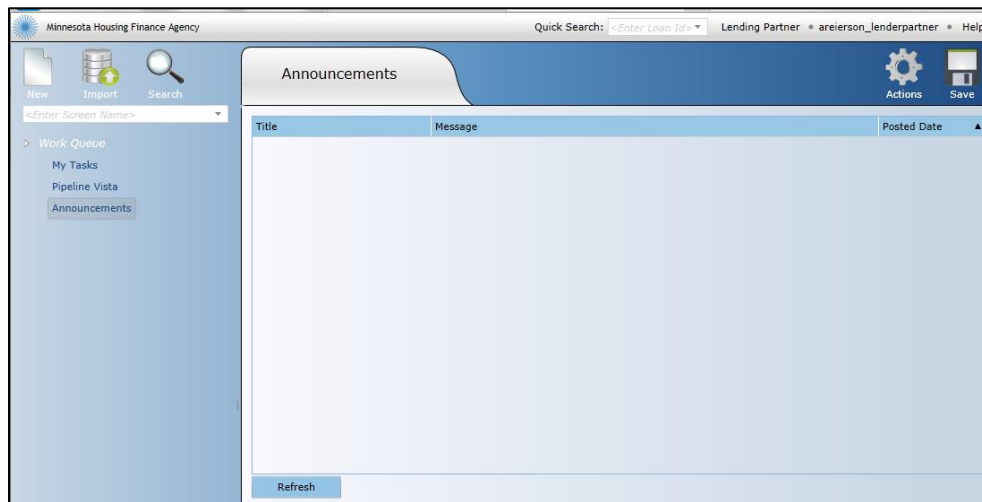
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Loan Commitment System

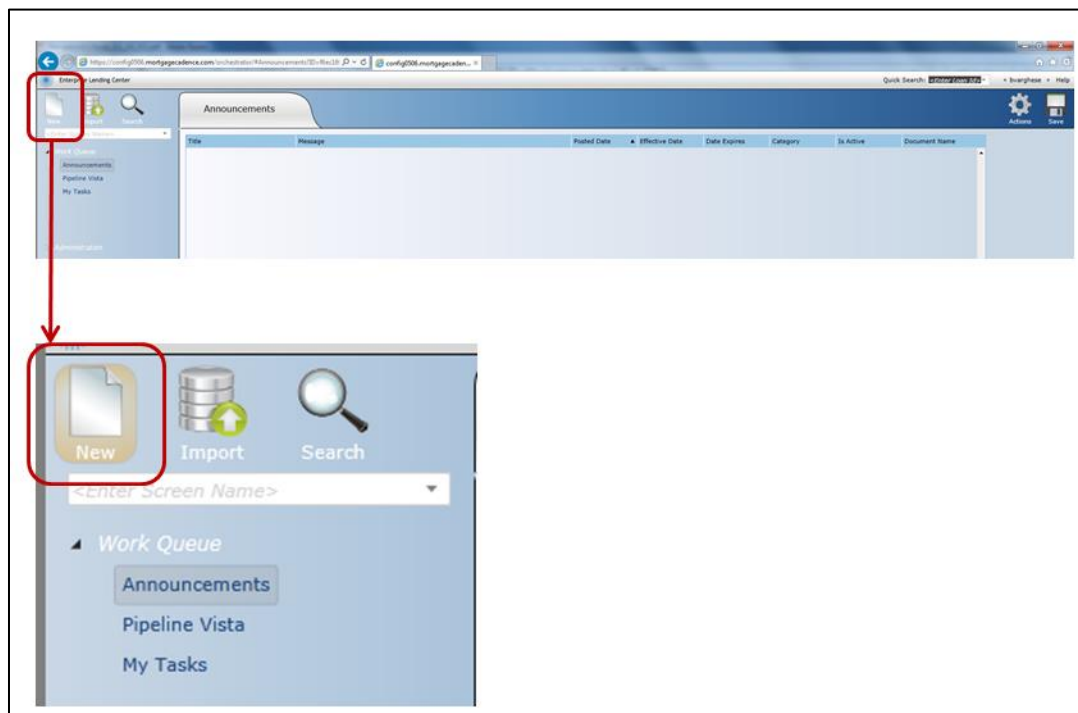
Basic Loan Entry

After logging into the Loan Commitment System, the initial landing page will be the Announcements page:

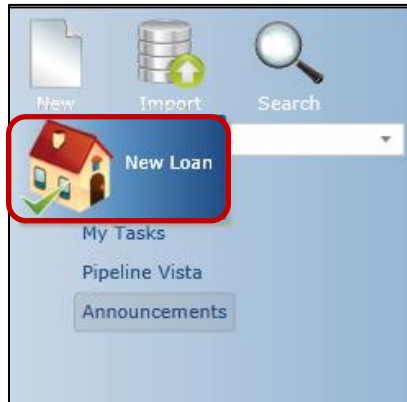


To start a new loan, follow these steps:

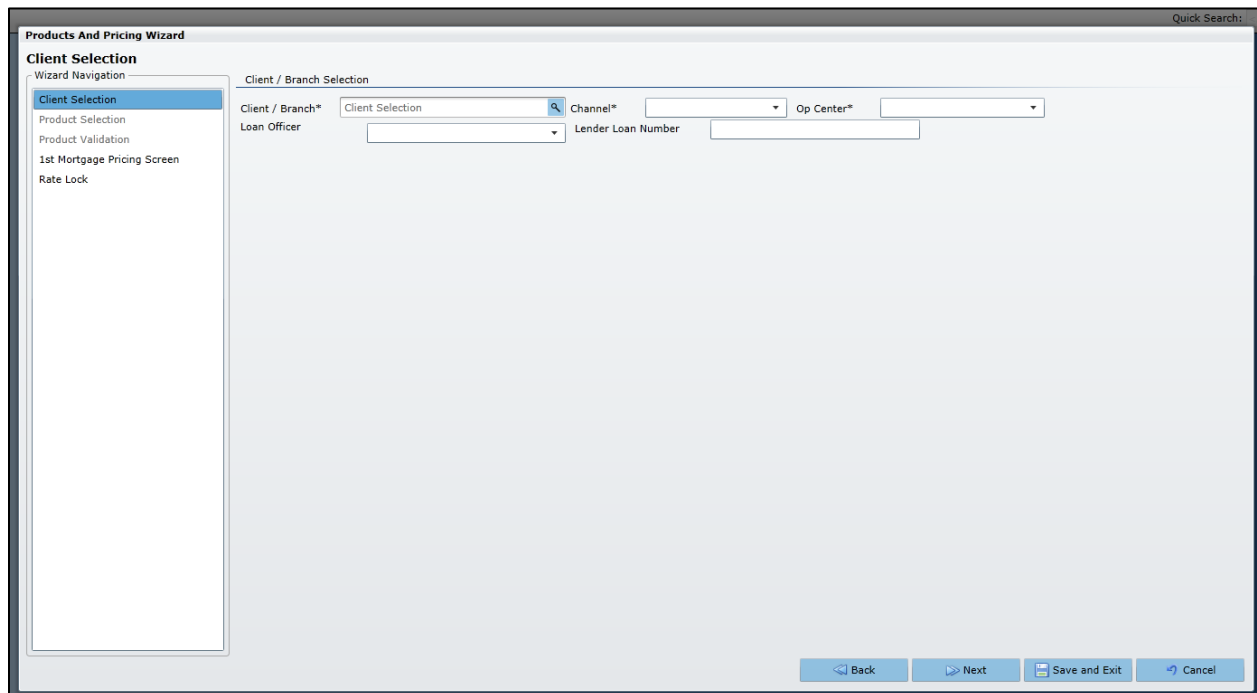
- Click on the **New** icon in the upper left corner:



- Click on the **New Loan** icon:



The Products and Pricing Wizard will open up:



- The first screen in the Wizard will be the Client Selection screen.

Client Selection

On the Client Selection screen, the following information must be entered:

Client/Branch

- This will auto populate with the name of the Lending Partner

Channel

- The drop down will display Minnesota Housing programs in which the Lending Partner participates
- Select “Home Improvement”

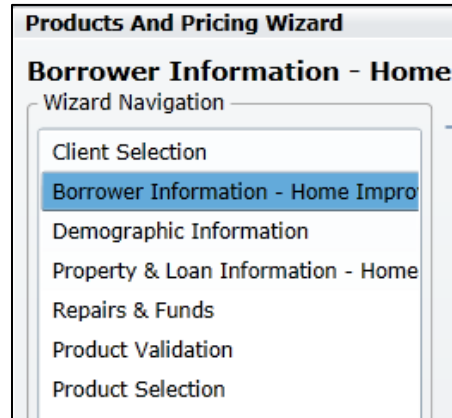
Ops Center

- Select “Correspondent Ops Center”

- **Loan Officer** is a required field and Lender Loan Number is optional fields when entering a new loan

- To continue, use the **Back** and **Next** buttons on the bottom right of the wizard:
- If you need to jump to a specific section, you can use the Wizard Navigation menu on the left side of the screen.

- Select Next to complete the **Borrower Information** screen:



- Complete the fields on the screen. This screen will require scrolling up and down.

Required fields in this section are:

- Borrower First Name
- Borrower Last Name
- Borrower SSN
- Will Occupy Subject Property
- Date of Birth
- Phone Number
- Credit Score
- Annual Program Qualifying Income
- Monthly Qualifying Income
- DTI
- Household size

(**Tip:** When entering dates on the screen, use the right arrow or / on your keyboard to avoid using the mouse)

Check this box if there are more than two borrowers. Add an application for those additional borrowers from the loan summary screen. ☐ ←

Are There Cosigners For This Loan? ☐ ←

If using this system to generate Mortgage documents: click here to enter additional interested parties. ☐ ←

- If there are more than two borrowers, check the box for additional borrowers. You can then add an application for those additional borrowers from the loan summary screen.
- If there is a cosigner for the loan, check the box and continue. If this is checked, it will populate an additional field in the menu.
- If using this system to generate Mortgage documents, check the box to enter additional interested parties. If checked, this will populate an additional field in the menu.

Products And Pricing Wizard

Mortgagors

Wizard Navigation

- Client Selection
- Borrower Information - Rehabilitation
- Demographic Information
- Mortgagors** ←
- Property & Loan Information - Rehabilitation
- Repairs & Funds
- Product Validation
- Product Selection

- Complete the fields on the **Mortgagors** screen:

Interested Parties

Borrowers Borrowers sign the Note, Mortgage, and all other loan documents. Borrowers are obligated to make loan payments and are on title. Indicate all Borrowers on the Borrower Information screen(s). If there are more than two Borrowers, check the box for Additional Applications (Borrowers) on the Borrower Information screen (under the Borrower(s)' data.)

Additional Mortgagors Additional Mortgagors are on the property title. Additional Mortgagors are not Borrowers so they only sign the Mortgage. They do not sign the Note. Additional Mortgagors (who are on title but are not Borrowers) are not obligated to make loan payments.

Cosigners If there are Cosigners, check the box for Cosigners on the Borrower Information screen (under the Borrower(s)' data). Cosigners are not allowed under all programs. Consult the appropriate program manual.

Mortgagors

Enter all Mortgagors and Relationship to Each Other
(All those on title, including all Borrowers, as you want them to appear on the Mortgage.)

Are There Any Additional Mortgagors Who Will Be On Title But Who Are Not Borrowers? ☐

Additional Mortgagor Names (These names will appear on the Mortgage only)

Do not include Borrowers or Cosigners

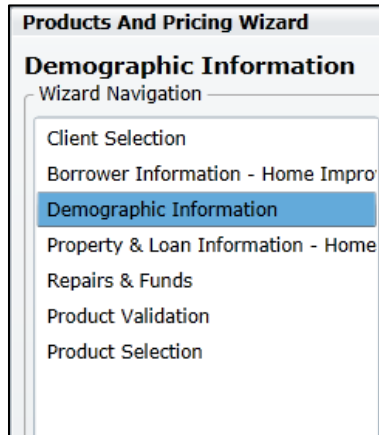
First Name Last Name

First Name Last Name

First Name Last Name

Back Next Save and Exit Cancel

- Navigate to the next screen, **Demographic Information**.



Demographic Information

The next screen is the Demographic Information for the Borrower. All fields in this screen are required.

- This screen requires scrolling up/down, as well as left/right to navigate.
- Once all fields are completed, select **Next** to move to the next screen.

Products And Pricing Wizard

Demographic Information

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information**
- Property & Loan Information - Home
- Repairs & Funds
- Product Validation
- Product Selection

Demographic Information of the Borrower

Ethnicity: Check one or more

☐ Hispanic or Latino

☐ Mexican ☐ Puerto Rican ☐ Cuban

☐ Other Hispanic or Latino - Print origin:

For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadorian, Spaniard, and so on.

☐ Not Hispanic or Latino

Sex

☐ Female ☐ Male

Race: Check one or more

☐ American Indian or Alaska Native - Print name of enrolled:

☐ Asian

☐ Asian Indian ☐ Chinese

☐ Japanese ☐ Korean

☐ Other Asian - Print race:

For example: Hmong, Laotian, Thai, Pakistani, Cambodian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ Native Hawaiian ☐ Guamanian or

☐ Other Pacific Islander - Print race:

For example: Fijian, Tongan, and so on.

☐ White

Demographic Information of the Co-Borrower

Ethnicity: Check one or more

☐ Hispanic or Latino

Race: Check one or more

☐ American Indian or Alaska Native - Print name of enrolled:

Back Next Save and Exit Cancel

- If the co-signer box was selected on the **Borrower Information** screen, the next button will take you to the cosigner Page.
- If there is no cosigner, the next button will take you to the **Property & Loan Information** screen
- Enter the cosigner information, if applicable:

Products And Pricing Wizard

Cosigner

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Cosigner**
- Property & Loan Information - Home
- Repairs & Funds
- Product Validation
- Product Selection

Cosigners

Do not enter Borrowers or those who will sign the Mortgage document.

Cosigners must sign the Note only. They are responsible for making loan payments but they are not on the property title.

First Cosigner

Cosigner First Name Cosigner Middle Name Cosigner Last Name

Cosigner Suffix

Cosigner Street Address

Cosigner City Cosigner State Cosigner Zip Code

Cosigner Credit Score

Second Cosigner

Cosigner First Name Cosigner Middle Name Cosigner Last Name

Cosigner Suffix

Cosigner Street Address

Cosigner City Cosigner State Cosigner Zip Code

Cosigner Credit Score

Back Next Save and Exit Cancel

- Select **Next** to navigate to the next screen, **Property & Loan Information – Home Improvement**.

Property & Loan Information

Products And Pricing Wizard

Property & Loan Information

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Cosigner
- Property & Loan Information - Home**
- Repairs & Funds
- Product Validation
- Product Selection

- Complete the **Property & Loan Information Screen**.
- The required fields in Subject Property Information are:
 - Property Street
 - Property City
 - Zip Code
 - County
 - State
 - Property Type
 - Number of Units
 - Estate Held In
- The required fields under Loan Information are:
 - Program
 - Secured/Unsecured
 - Lien Type
 - Loan Amount
 - Loan Term
 - CLTV
 - Does the First Mortgage Contain a Balloon Payment
 - Is the Property Subject to a Reverse Mortgage
 - Select an option in the ACH field, which may affect loan pricing depending on product

Products And Pricing Wizard

Property & Loan Information - Home Improvement

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Property & Loan Information - Home**
- Repairs & Funds
- Product Validation
- Product Selection

Subject Property Information

Property Street: 123 Happy Street

Property City: St Paul Zip Code: 55102 County: RAMSEY State: MN

Census Tract: Target/Non Target: Property Identification Number (PID):

Property Type: Single Family Detached Units: 1 Year Built: Estate Will Be Held In: Fee Simple

Property Value: Valuation Method:

Legal Description:

Loan Information

Program: Fix Up Secured / Unsecured: Secured Lien Type: Subordinate

Loan Amount: 10,000.00 Term (Months): 120 CLTV: 60.00 ACH: Non-ACH

Is This a Contract For Deed: Yes No Contract for Deed Holder:

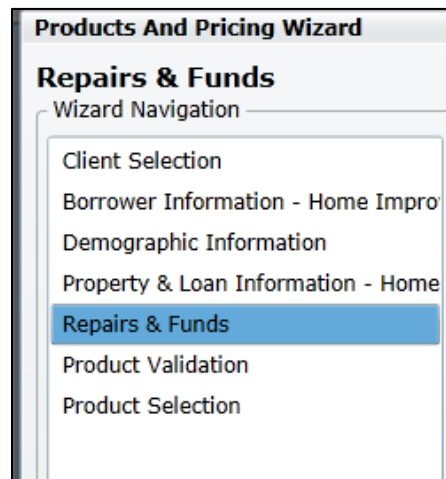
Does the First Mortgage Contain a Balloon Payment?: Yes No Date of Balloon Payment: mm/dd/yyyy 2

Is The Property Subject To a Reverse Mortgage?: Yes No

Back Next Save and Exit Cancel

- Select Next to go to the **Repairs and Funds** screen.

Repairs and Funds

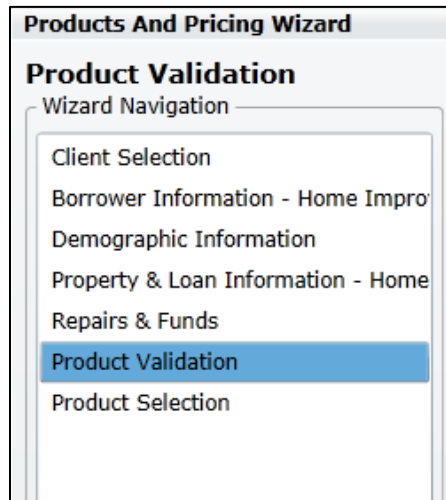


- The next section to complete is **Repairs & Funds**.
 - In this section, enter the amount of **Repair Types and Cost Breakdown**. The total of these amounts should equal the loan amount plus any supplemental funds.
 - If you are layering the loan with additional funds, include the type and amount of **Supplemental Funding** in the second column:

 A screenshot of the 'Repairs & Funds' section of the 'Products And Pricing Wizard' window. The left pane shows the 'Repairs & Funds' step selected. The main area is divided into two columns. The left column is titled 'Disclose Repair Types & Cost Breakdown' with the instruction 'Indicate the cost for each applicable repair'. It lists 20 repair types, each with an adjacent input field: Accessibility, Air Conditioning, Closing Costs, Demolition Costs, Doors, Electrical, Exterior Finishing, Foundation, Garage, Heating & Ventilation, Insulation, Interior Finishing, Landscaping, Lead Abatement, Mold Remediation, Plumbing, Radon Mitigation, Roofing, Siding, Site Preparation, Soft Costs, and Structural Additions & Alterations. The right column is titled 'Disclose External Funding Supplementing The Subject Minnesota Housing Loan' with the instruction '(Do not include the subject loan proceeds) Indicate the amount for each applicable source of funding'. It lists funding sources with input fields: Borrower Contribution, FEMA, Gift, Grant, Insurance Proceeds, SBA, Weatherization, Other Supplemental Funds Source, and Other Minnesota Housing Financing (in addition to the subject loan). A 'Total of Supplemental Funds' input field is at the bottom of this column. At the bottom of the window, there are four buttons: '< Back', 'Next >>' (highlighted with a red box), 'Save and Exit', and 'Cancel'.

- Select Next to go to the **Product Validation** screen.

Product Validation



- In the **Product Validation Screen**, select 60 days under the lock period column. The Mortgage Type, Term and Rate types will be auto-populated.
- Select the **Run Eligibility** icon.

Products And Pricing Wizard
Product Validation
 Wizard Navigation

Client Selection
 Borrower Information - Home Impro
 Demographic Information
 Property & Loan Information - Home
 Repairs & Funds
Product Validation
 Product Selection

Eligibility Criteria

Mortgage Types	Terms	Lock Periods	Rate Types
<input type="checkbox"/> Conventional	<input type="checkbox"/> 5 Year	<input type="checkbox"/> 15	<input checked="" type="checkbox"/> Fixed
<input type="checkbox"/> FHA	<input checked="" type="checkbox"/> 10 Year	<input type="checkbox"/> 30	<input type="checkbox"/> ARM
<input type="checkbox"/> VA	<input type="checkbox"/> 15 Year	<input checked="" type="checkbox"/> 45	
<input type="checkbox"/> USDA/Rural Housing Service	<input type="checkbox"/> 20 Year	<input type="checkbox"/> 60	
<input checked="" type="checkbox"/> Portfolio	<input type="checkbox"/> 25 Year	<input type="checkbox"/> 90	
	<input type="checkbox"/> 30 Year	<input type="checkbox"/> 120	
		<input type="checkbox"/> 180	

Loan Information

Borrower Goal:
 Target Price:
 Monthly Debt:
 Monthly Income:
 Annual Taxes:
 Annual Insurance:
 Monthly HOA:
 Waive Escrows: ☐

Loan Characteristics

Assumable:
 Demand Feature:
 Finance Charge Refundable:
 Convertible:
 Late Charge:
 Interest Only:
 Balloon:

Prepay:
 Construction:
 Buydown:

Run Eligibility (highlighted with a red box) Cancel

- If all information is entered accurately, a list of valid products and their rates will appear.
- If the validation fails, any applicable errors will be listed under the **Invalid Products**. Click the down arrow under the product you are using to view a list of the errors.
- Navigate back to the appropriate screens and correct the information entered. Then click back to **Product Validation** and click the **Run Eligibility** button again until all errors are cleared.

Products And Pricing Wizard

Product Validation

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Property & Loan Information - Home
- Repairs & Funds
- Product Validation**
- Product Selection

Eligibility Criteria

Mortgage Types	Terms	Lock Periods	Rate Types
<input type="checkbox"/> Conventional	<input type="checkbox"/> 5 Year	<input type="checkbox"/> 15	<input checked="" type="checkbox"/> Fixed
<input type="checkbox"/> FHA	<input checked="" type="checkbox"/> 10 Year	<input type="checkbox"/> 30	<input type="checkbox"/> ARM
<input type="checkbox"/> VA	<input type="checkbox"/> 15 Year	<input checked="" type="checkbox"/> 45	
<input type="checkbox"/> USDA/Rural Housing Service	<input type="checkbox"/> 20 Year	<input type="checkbox"/> 60	
<input checked="" type="checkbox"/> Portfolio	<input type="checkbox"/> 25 Year	<input type="checkbox"/> 90	
	<input type="checkbox"/> 30 Year	<input type="checkbox"/> 120	
		<input type="checkbox"/> 180	

Loan Information

Borrower Goal:

Target Price:

Monthly Debt:

Monthly Income:

Annual Taxes:

Annual Insurance:

Monthly HOA:

Waive Escrows: ☐

Loan Characteristics

Assumable:

Demand Feature:

Finance Charge Refundable:

Convertible:

Late Charge:

Interest Only:

Balloon:

Prepay:

Construction:

Buydown:

Run Eligibility **Cancel**

Eligibility Results 11/11 * Taxes and insurance not included on second lien loans.

☐ Only Show Selected Sorting: PITI Rate APR Fees Cash to Close

Valid Products (1/11)	Rate	APR	Price	PITI*	Fees	Cash To Close	Action
<input checked="" type="checkbox"/> Fix Up	0.000%	0.0000%	100	\$83.33	\$0.00	(\$10,000.00)	Select View Pricing
Conditionally Valid Products (0/11)							
Invalid Products (10/11)							

Back **Next** **Save and Exit** **Cancel**

- Click on **Select** to select a valid product.
- Click on **Save and Exit** to leave the wizard.*

*For Community Fix Up Loans Only

- After selecting a valid Community Fix Up Initiative, click **Select**, then click **Next**.
- You will be brought to the **Interest Rate and Term** page.
 - The product will default to the Community Fix Up initiative selected in the **Product Validation Screen**.
 - Select the correct Buydown Interest Rate (Note Rate) for the Community Fix Up initiative (Note: the Buydown Factor, Buydown Cost, and Current Base Rate will remain grayed out until the user saves the Buydown Interest Rate).

Products And Pricing Wizard

Interest Rate and Term For CFUL Subordinate Loans only - allows selection of rate and shows the Buydown factor and cost to the lending partner.

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Property & Loan Information - Home
- Repairs & Funds
- Product Validation
- Interest Rate and Term**
- Product Selection

Interest Rate - Home Improvement

Product:

Buydown Interest Rate (Note Rate):

Buydown Factor:

Buydown Cost:

Current Base Rate:

- Click on **Save and Exit** to leave the wizard.

- When exiting the wizard, the landing page will be the **Loan Summary** screen:

Loan Summary (HO)

Tim Smith
3000000746 | Registered (MHFA) | Locked

Smith, Tim Add Application

Loan Information

Program	Start Up	Product	Fannie HFA Preferred	Purpose Type	Purchase
Loan Amount	95,000.00	Term (Months)	360	Interest Rate	4.3750%
P&I	474.41	PMI Company	Private Mortgage Insurance Corporation	Premium Type	Monthly
Lock Expiration Date	4/1/2018	QC Review Required?	<input type="checkbox"/>	Charging Origination Fee?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cancel Loan	<input type="checkbox"/>	Loan Cancellation Reason			

- At the top of the screen under the borrower's name, note the loan number, loan status (Registered), and lock status (Locked).
- Review the information for accuracy and make any changes, as needed.
- Screen navigation will appear on the left.

Minnesota Housing Finance Agency

New Import Search

<Enter Screen Name>

Work Queue

- Announcements
- Pipeline Vista
- Loan Entry (HO) Home Ownership Channel**
 - Loan Summary (HO)**
 - True & Certify
- Products and Pricing Validation
- Borrower Information - MHFA
- Down Payment & Closing Cost Loan Registration
- Interest Rate Exception
- 1003
- All Screens
- Administration

Loan Summary (HO)

Smith, Tim Add Application

Loan Information

Program	Start Up
Loan Amount	95,000.00
P&I	474.41
Lock Expiration Date	4/1/2018
Cancel Loan	<input type="checkbox"/>

Down Payment & Closing Cost Loan Information

Down Payment & Closing Cost Loan Indicator	<input checked="" type="radio"/> Yes <input type="radio"/> No
Down Payment & Closing Cost Loan Product	Monthly Payment L
Down Payment &	Fixed

- After the loan has closed, and after the Rescission period (if applicable) has passed, the Lender can **True & Certify** the loan.

How to change loan pricing when lock status is “Locked” (Home Improvement):

- Open the loan.
- Navigate to the **Loan Summary** screen.
- Check the **Change Pricing** box.
- Click **Save Loan** (Lock Status switched from Locked to New).

The screenshot shows the 'Loan Summary - Home Improvement' interface. At the top right, the user is logged in as 'Sunny Mountain' with ID '4000004847'. The lock status is 'Locked', which is highlighted with a red box. In the top right corner, there are 'Actions' and 'Save' buttons, also highlighted with a red box. On the left side, under 'Loan Information', the 'Change Pricing' checkbox is checked and highlighted with a red box. A red arrow points from the 'Change Pricing' checkbox to the 'Save' button.

- Click on the **ellipses** to open the **Product and Pricing Wizard**.

The screenshot shows the 'Loan Summary - Home Improvement' interface after clicking the ellipses next to the 'Product' field. The lock status has changed to 'New', which is highlighted with a red box. A red arrow points from the ellipses in the 'Product' field to the 'Save' button in the top right corner. The 'Change Pricing' checkbox is now unchecked.

- Navigate to the **Product & Loan Information – Home Improvement** screen.
- Update the loan information you are wishing to change (secured to unsecured, ACH to Non-ACH, term, products, etc.)
- Click on **Save and Exit**.

Products And Pricing Wizard

Property & Loan Information – Home Improvement

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Property & Loan Information - Home**
- Repairs & Funds
- Product Validation
- Product Selection

Subject Property Information

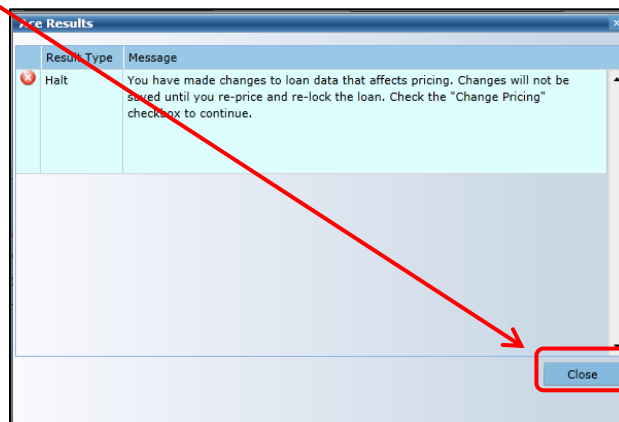
Property Street: 663 Robert St S
 Property City: St Paul
 Zip Code: 55117
 County: RAMSEY
 State: MN
 Census Tract:
 Target/Non Target:
 Property Identification Number (PID):
 Property Type: Single Family Detached
 Units:
 Year Built: 1888
 Estate Will Be Held In: Fee Simple
 Property Value: 240,000.00
 Valuation Method: Tax Assessment
 Legal Description: blah blah blah

Loan Information

Program: Fix Up
 Secured / Unsecured: **Unsecured**
 Lien Type: None
 Loan Amount: 8,000.00
 Term (Months): 120
 CLTV: 21.00
 ACH: Non-ACH
 Is This a Contract For Deed: Yes No
 Contract for Deed Holder:
 Does the First Mortgage Contain a Balloon Payment? Yes No
 Date of Balloon Payment: mm/dd/yyyy 16
 Is The Property Subject To a Reverse Mortgage? Yes No

Back Next **Save and Exit** Cancel

- Click **Close**.



- Click **Cancel**.

Products And Pricing Wizard

Property & Loan Information - Home Improvement

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Property & Loan Information - Home**
- Repairs & Funds
- Product Validation
- Product Selection

Subject Property Information

Property Street: 663 Robert St S
 Property City: St Paul
 Zip Code: 55107
 County: RAMSEY
 State: MN
 Census Tract:
 Target/Non Target:
 Property Identification Number (PID):
 Property Type: Single Family Detached
 Units: 1
 Year Built: 1888
 Estate Will Be Held In: Fee Simple
 Property Value: 240,000.00
 Valuation Method: Tax Assessment
 Legal Description: blah blah blah

Loan Information

Program: Fix Up
 Loan Amount: 8,000.00
 Secured / Unsecured: Unsecured
 Term (Months): 120
 Lien Type: None
 Date of Balloon Payment: mm/dd/yyyy 16
 Is This a Contract For Deed: Yes No
 Contract for Deed Holder:
 Does the First Mortgage Contain a Balloon Payment?: Yes No
 Is The Property Subject To a Reverse Mortgage?: Yes No

Buttons: Back Next Save and Exit **Cancel**

- Click **Yes**.

Confirm Exit

Are you sure you want to exit without saving? All changes will be lost.

Click 'Yes' to exit without saving.
 Click 'No' to continue the wizard.

Buttons: **Yes** No

- Check the **Change Pricing** box.
- Click **Save Loan**.

Loan Summary - Home Improvement

Sunny Mountain
4000004847 | Registered | New

Mountain, Sunny Add Application

Loan Information

Program: Fix Up Product: Fix Up Lock Expiration Date: 6/14/2019

Loan Amount: 8,000.00 Term (Months): 120 Interest Rate: 5.3750%

P&I: 86.04 Is This a Contract For Deed? Yes No Contract for Deed Holder:

Does the First Mortgage Contain a Balloon Payment? Yes No Date of the Balloon Payment: mm/dd/yyyy Is The Property Subject To a Reverse Mortgage? Yes No

CLTV: 21.00 ACH Non-ACH Secured / Unsecured Unsecured Lien Type: None

Cancel Loan: ☐ Loan Cancellation Reason:

Change Pricing: ☒ Re-Lock HI Loan: ☐

Actions Save

- Click on the **ellipses** to open the **Product and Pricing Wizard**.

Loan Summary - Home Improvement

Sunny Mountain
4000004847 | Registered | New

Mountain, Sunny Add Application

Loan Information

Program: Fix Up Product: Fix Up Lock Expiration Date: 6/14/2019

Loan Amount: 8,000.00 Term (Months): 120 Interest Rate: 4.6250%

P&I: 83.15 Is This a Contract For Deed? Yes No Contract for Deed Holder:

Does the First Mortgage Contain a Balloon Payment? Yes No Date of the Balloon Payment: mm/dd/yyyy Is The Property Subject To a Reverse Mortgage? Yes No

CLTV: 21.00 ACH Non-ACH Secured / Unsecured Secured Lien Type: First

Cancel Loan: ☐ Loan Cancellation Reason:

Change Pricing: ☐ Re-Lock HI Loan: ☐

Actions Save

- Navigate to the **Product & Loan Information - Home Improvement** screen.
- Update the loan information you are wishing to change (secured to unsecured, ACH to Non-ACH, term, products).
- Click on **Save and Exit** (no Halt).

Products And Pricing Wizard

Property & Loan Information - Home Improvement

Wizard Navigation

- Client Selection
- Borrower Information - Home Impro
- Demographic Information
- Property & Loan Information - Home**
- Repairs & Funds
- Product Validation
- Product Selection

Subject Property Information

Property Street: 663 Robert St S
Property City: St Paul Zip Code: 55107 County: RAMSEY State: MN
Census Tract: Target/Non Target: Property Identification Number (PID):
Property Type: Single Family Detached Units: 1 Year Built: 1888 Estate Will Be Held In: Fee Simple
Property Value: 240,000.00 Valuation Method: Tax Assessment
Legal Description: blah blah blah

Loan Information

Program: Fix Up Secured / Unsecured: Unsecured Lien Type: None
Loan Amount: 8,000.00 Term (Months): 120 CLT: 21.00 ACH: Non-ACH
Is This a Contract For Deed: Yes No Contract for Deed Holder: Date of Balloon Payment: mm/dd/yyyy 16
Does the First Mortgage Contain a Balloon Payment? Yes No
Is The Property Subject To a Reverse Mortgage? Yes No

Back Next **Save and Exit** Cancel

MINNESOTA HOUSING – HOME IMPROVEMENT SYSTEM GUIDE

- Check the **Re-Lock HI Loan** box.
- Click **Save Loan**.

Loan Summary - Home Improvement

Sunny Mountain
4000004847 | Registered | New

Actions Save

Mountain, Sunny Add Application

Loan Information

Program: Fix Up Product: Fix Up Lock Expiration Date: 6/14/2019

Loan Amount: 8,000.00 Term (Months): 120 Interest Rate: 4.6250%

P&I: 83.15 Is This a Contract For Deed?: Yes No Contract for Deed Holder:

Does the First Mortgage Contain a Balloon Payment?: Yes No Date of the Balloon Payment: mm/dd/yyyy Is The Property Subject To a Reverse Mortgage?: Yes No

CLTV: 21.00 ACH: No-ACH Secured / Unsecured: Unsecured Lien Type: None

Cancel Loan: ☐ Loan Cancellation Reason:

Change Pricing: ☒ Re-Lock HI Loan: ☒

- Lock Status changed to **Locked**.

Loan Summary - Home Improvement

Sunny Mountain
4000004847 | Registered | **Locked**

Actions Save

Mountain, Sunny Add Application

Loan Information

Program: Fix Up Product: Fix Up Lock Expiration Date: 6/14/2019

Loan Amount: 8,000.00 Term (Months): 120 Interest Rate: 5.3750%

P&I: 86.04 Is This a Contract For Deed?: Yes No Contract for Deed Holder:

Does the First Mortgage Contain a Balloon Payment?: Yes No Date of the Balloon Payment: mm/dd/yyyy Is The Property Subject To a Reverse Mortgage?: Yes No

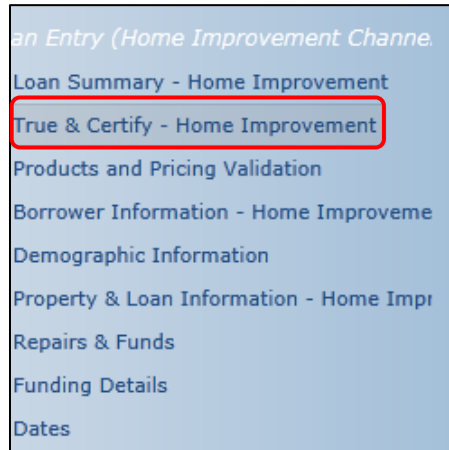
CLTV: 21.00 ACH: Non-ACH Secured / Unsecured: Unsecured Lien Type: None

Cancel Loan: ☐ Loan Cancellation Reason:

Change Pricing: ☒ Re-Lock HI Loan: ☒

True and Certify

- Click on **True and Certify** on the column on the left side of the screen.



- Complete the applicable fields:
 - Close Date
 - Rescission Date, for secured loans (must be 3+ days after close date)
 - First Payment Date (must be 20-45 days from close date)
 - Loan Amount
 - Closed Loan Interest Rate

(Next Payment Date and Maturity Date will auto-populate)

A screenshot of the 'True & Certify' form in the Minnesota Housing Home Improvement System. The form is divided into two main sections: 'Program Pricing Displayed Below' and 'Enter Final Information below:'. The 'Enter Final Information below:' section is highlighted with a red rounded rectangle.

Program Pricing Displayed Below:

Program	Fix Up
Product	Fix Up
Lien Position	Subordinate
Locked Rate	2.0000%
Term	120
Lock Expiration Date	3/3/2019

[Interest Rate Exception Request](#)

By clicking on the "Approve" button below, I certify the following:
 All information provided in the Minnesota Housing commitment system is true and accurate.
 The data that has been entered in the system represents the final loan transaction as approved by the lender and reflected in the loan documents executed at closing.
 The loan is in compliance with all applicable Minnesota Housing manuals, policies, and procedures.
 All required documents have been executed.
 The loan is in compliance with all applicable laws and regulations.

Approve ☐ True & Certify Date

Certifier

Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.

Enter Final Information below:

Close Date	12/10/2018
Rescission Date	12/13/2018
First Payment Date	2/1/2019
Next Payment Due Date	3/3/2019
Maturity Date	1/1/2029
Loan Amount	10,000.00
Actual (Closed) Rate	2.0000%
P&I	91.90
Annual Program Qualifying Income	75,000.00

Before completing the True and Certify process, you must upload and attach a copy of the closed loan file into the system. Follow these steps below to attach the closed loan file.

- In the Actions menu, select **Attachments**.



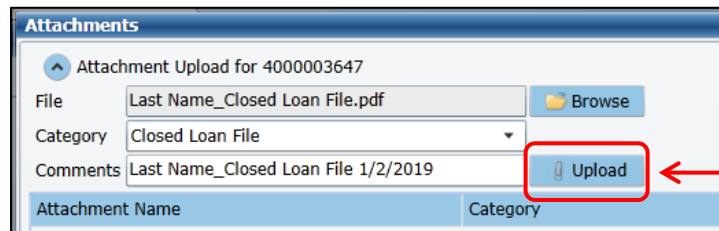
The Attachments dialog displays.

A screenshot of the 'Attachments' dialog box. At the top, it says 'Attachment Upload for 4000003647'. Below this are fields for 'File' (with a 'Browse' button), 'Category' (a dropdown menu), and 'Comments' (with an 'Upload' button). Below these fields is a table with columns: 'Attachment Name', 'Category', 'Attached Date', 'Attached By', 'Comments', and 'Delivery Status'. The table is currently empty. At the bottom right of the dialog are buttons for 'Resubmit', 'Refresh', and 'Close'.

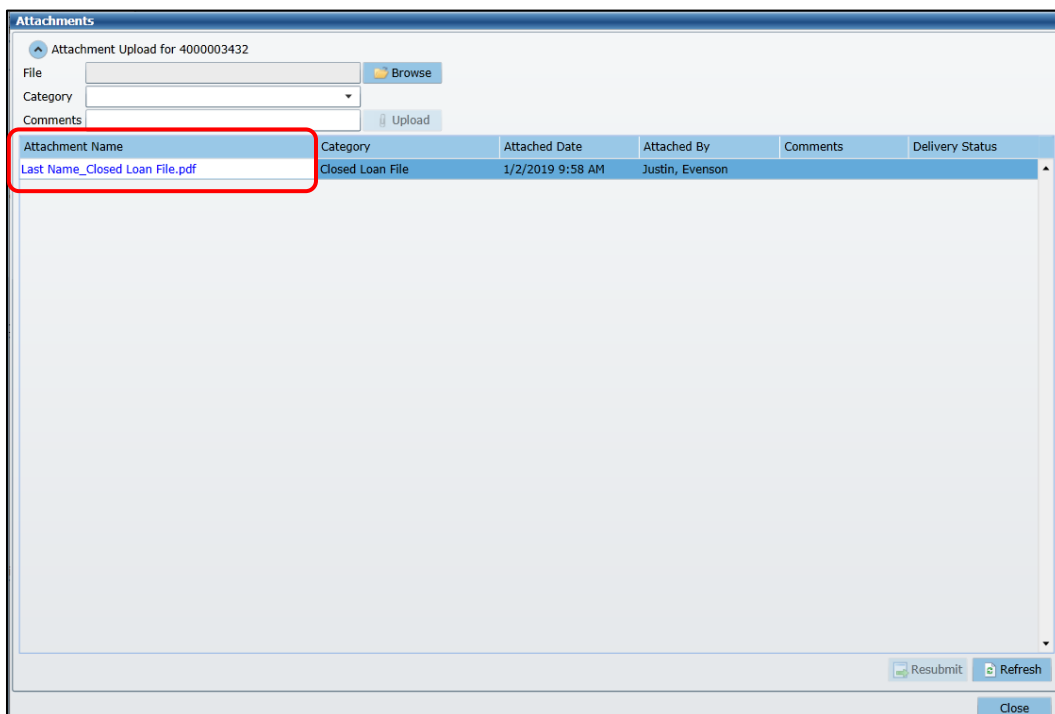
- Click the Attachments Upload caret, as shown:

A screenshot of the 'Attachments' dialog box, similar to the one above but for 'Attachment Upload for 3000002424'. A red arrow points to a small upward-pointing caret icon located to the left of the 'Attachment Upload for 3000002424' text. The rest of the dialog, including the 'File', 'Category', 'Comments' fields and the table, is partially visible.

- Click the **Browse** button to select an attachment.
- In the **Category** drop-down list, select a category.
- You can enter a comment in the **Comments** field.
- Click **Upload**. File will show under the attachments dialog box as shown below.



The screenshot shows the 'Attachments' dialog box for 'Attachment Upload for 4000003647'. It contains a 'File' field with 'Last Name_Closed Loan File.pdf', a 'Browse' button, a 'Category' dropdown set to 'Closed Loan File', and a 'Comments' field with 'Last Name_Closed Loan File 1/2/2019'. An 'Upload' button is highlighted with a red box and a red arrow pointing to it. Below the form is a table with two columns: 'Attachment Name' and 'Category'.



The screenshot shows the 'Attachments' dialog box for 'Attachment Upload for 4000003432'. It contains a 'File' field, a 'Browse' button, a 'Category' dropdown, and a 'Comments' field. Below the form is a table with the following data:

Attachment Name	Category	Attached Date	Attached By	Comments	Delivery Status
Last Name_Closed Loan File.pdf	Closed Loan File	1/2/2019 9:58 AM	Justin, Evenson		

At the bottom right of the dialog box are buttons for 'Resubmit', 'Refresh', and 'Close'.

- After updating the information on the screen and uploading the closed loan file, check the **Approve** box (the lender certifies the information entered is correct):

By clicking on the "Approve" button below, I certify the following:

All information provided in the Minnesota Housing commitment system is true and accurate.

The data that has been entered in the system represents the final loan transaction as approved by the lender and reflected in the loan documents executed at closing.

The loan is in compliance with all applicable Minnesota Housing manuals, policies, and procedures.

All required documents have been executed.

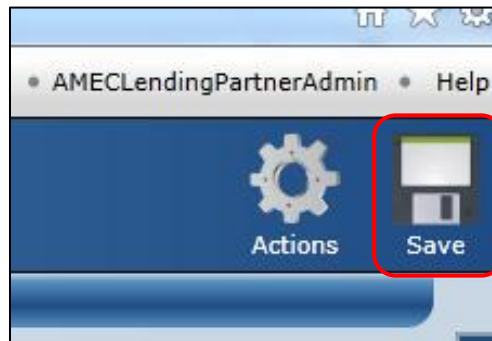
The loan is in compliance with all applicable laws and regulations.

Approve ☒ True & Certify Date 2

Certifier

Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.

- Click on **Save** in the upper right corner:



The True & Certify Date will automatically populate.

Reminder: Lender must upload the complete closed loan file within 48 hours of certifying the loan.